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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 9 January 1957

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/PD - Voting Member
C/PCD - Voting Member
C/TSD - Voting Member
Guest
Personnel Placement Officer
C/ASD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 19 December 1956 were approved by the Members without comment.

2. Promotions

25X1A9a a. [REDACTED] GS-13, Medical Officer. The Executive Secretary reported that, on request of C/MS, the Board Members were queried individually regarding the promotion of [REDACTED] from GS-13 to GS-14. 25X1A9a On the basis of unanimous approval of the promotion, the action was submitted to C/MS who, in turn, concurred in promotion.

25X1A9a b. [REDACTED] GS-5, Secretary (Stenographer). A request 25X1A9a for the promotion of [REDACTED] from GS-5 to GS-6, initiated by C/PD, was reviewed by the Executive Secretary who noted the Subject has been designated as a replacement for Secretary to DC/MS, effective 21 January 1957. The Executive Secretary recommended approval of the request; the Board Members concurred.

3. Assignments

25X1A9a The Executive Secretary requested the Board approve the assignment of [REDACTED] GS-6, Medical Technician, to [REDACTED] as a replacement 25X1A6 for [REDACTED] who is due to return to Headquarters in June of this year. By way of background for this consideration, the Executive Secretary reviewed the following assignments:

25X1A9a [REDACTED], GS-9, Medical Technician will replace Thomas [REDACTED] al Technician, at [REDACTED] in April and is 25X1A6a already processing for this position.

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25X1A9a [REDACTED] GS-8, Medical Technician, is due to return
25X1A6a from [REDACTED] in the near future and his replacement has been tenta-
tively named as [REDACTED] GS-6, Medical Technician. 25X1A9a

25X1A9a [REDACTED] GS-9, Medical Technician, will return from
25X1A6a [REDACTED] shortly but no replacement has as yet been designated.

25X1A9a It is planned to reassign [REDACTED] GS-9, Medical Techni-
25X1A6a cian, to [REDACTED] upon completion of training at Headquarters, as a
25X1A9a replacement for [REDACTED] GS-8, Medical Technician.

25X1A9a [REDACTED] will return to Headquarters for training pur-
25X1A9a poses, after which it is planned to assign him to [REDACTED] as a 25X1A6a
25X1A9a replacement for [REDACTED] GS-7, Medical Technician.

Two new technicians will enter on duty within the next month
and will be assigned to TSD as replacements for the technicians who
will be reassigned overseas.

25X1A9a C/TSD pointed out the fact that new recruits often require training
in laboratory techniques before they are able to carry their share of
the heavy workload of his division. This training not only requires
additional time of the new men but also takes the time of the two well-
qualified technicians assigned to TSD. C/PCD stated both [REDACTED] and 25X1A9
[REDACTED] have volunteered to work on Saturdays to train technicians and
suggested this as a possible solution to the problem. C/MS asked that
C/TSD review the folders of the two new technicians who are due to enter
on duty in the near future in order to estimate their capabilities and
the amount of technical training they will require.

25X1A9a The Executive Secretary again recommended the Members approve the
assignment of [REDACTED] to [REDACTED] as a replacement for [REDACTED] 25X1A9a
25X1A9a [REDACTED] The Members concurred in this assignment. 25X1A6a

4. Review of Fitness Reports

25X1A9a a. [REDACTED] GS-14, Medical Officer. This Report was
completed by DC/PD [REDACTED] and reviewed by C/PD. With regard to 25X1A9a
25X1A9a [REDACTED] future career, C/PD stated this would depend upon the
growth of the psychiatric program. For the next year or so, [REDACTED] 25X1A9
will be working in the field of covert selection and, if a requirement
for a psychiatrist overseas should develop, he would be recommended for
such a position.

b. Notation was made of the receipt of Fitness Reports on the
following personnel:

25X1A9a [REDACTED] GS-9, Secretary (Stenographer)
Clerk-Typist

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25X1A9a c. [REDACTED], GS-9, Medical Technician. This Fitness
25X1A9a Report was submitted on the occasion of the Subject's transfer from
[REDACTED] to his new assignment, for which he is currently processing.
The Report was rated by [REDACTED] and reviewed by the Commanding 25X1A9a
25X1A9a Officer of [REDACTED]

5. Review of Training Evaluation Report

25X1A9a C/PCD reviewed briefly the Training Evaluation Report of [REDACTED] 25X1A9
[REDACTED] GS-3, Clerk, who recently completed the Clerical Refresher Course.

6. Miscellaneous

C/PD requested the Board continue its consideration of the recruit-
ment of physicians at a meeting in the near future. A brief discussion
ensued of the past experience with regard to this matter and C/MS
requested that the Executive Secretary place this subject on the Agenda
for the next Board meeting.

MS/mam

Distribution:

Orig - C/MS
1 - DC/MS
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1 - C/PCD
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